

**LOUISIANA VITAL RECORDS REGISTRY
OFFICE OF PUBLIC HEALTH
DEPARTMENT OF HEALTH AND HOSPITALS**

**INSTRUCTIONS FOR ORDERING
CERTIFIED COPIES OF ORLEANS MARRIAGE
CERTIFICATES**

The Louisiana Vital Records Registry is the Marriage License/Certificate repository for all Orleans Parish marriage records where the ceremony was conducted within the past fifty (50) years. If the marriage is an Orleans Parish marriage but the ceremony was performed more than fifty (50) years ago, you must place your order with the Office of the Secretary of State. If the marriage license was purchased in a parish other than Orleans, you must place your order with the Clerk of Court in the parish where the license was purchased.

In Louisiana, Marriage Certificates are public records; hence, you may order a copy of any Orleans Parish Marriage Certificate. A five dollar (\$5) fee applies for each copy issued, or for the record search if no record is on found file. A state charge of \$.50 per transaction must be added to each mail order.

To place an order for an Orleans Parish certificate, complete the APPLICATION FOR CERTIFIED COPY OF MARRIAGE CERTIFICATE and mail it to the following address:

**Vital Records Registry
P.O. Box 60630
New Orleans, LA 70160**

Allow 6-8 weeks for mail orders. If it has been more than 8 weeks since you submitted a mail request to Vital Records and you have not received a response, please contact us at vitalweb@dhh.la.gov so we can resolve any problem with your order.

If you wish to order a document online, by fax or telephone, or if you have an urgent need for a document, you may click here <http://www.vitalchek.com/> or you may call VitalChek at 1 (877) 605-8562.

- If you would like to order an Orleans Parish Marriage Certificate but the ceremony took place more than 50 years ago, place your record request with the Secretary of State at the following address:

Louisiana State Archives
P O Box 94125
Baton Rouge La 70804-9125
Tel. No. (225) 922-1206
www.sec.state.la.us/archives/archives-library.htm

- If you would like to request a certified copy of a Marriage Certificate for a marriage recorded in a parish other than Orleans, you need to contact the Office of the Clerk of Court in that parish. Please note that the marriage is recorded in the parish where the marriage license was purchased. The Marriage Certificate issuance fee may vary from parish to parish. You may access their directory at the Louisiana Clerk of Court web site <http://www.lafayetteparishclerk.com/district.html>.

- If you would like to order a certified copy of a Marriage Certificate for a marriage that occurred in another state, we recommend that you contact the Vital Records Registry Office in that state. A directory for state Vital Registry offices is available through the National CDC web site www.cdc.gov/nchs/howto/w2w/w2welcom.htm

DEPARTMENT OF HEALTH AND HOSPITALS
OFFICE OF PUBLIC HEALTH
VITAL RECORDS REGISTRY

APPLICATION FOR CERTIFIED COPY OF ORLEANS PARISH MARRIAGE CERTIFICATE

PHS 520C

Rev. (9/03)

FOR SERVICE BY MAIL: SUBMIT CHECK OR MONEY ORDER PAYABLE TO VITAL RECORDS. MAIL TO: VITAL RECORDS REGISTRY, P.O. BOX 60630, NEW ORLEANS, LA 70160. **PLEASE DO NOT SEND CASH.** IF NO RECORD IS FOUND, YOU WILL BE NOTIFIED AND FEES WILL BE RETAINED FOR THE SEARCH.

MARRIAGE RECORD OF:

FEE: \$5.00 ea

GROOM (FIRST, MIDDLE, LAST) _____

BRIDE (FIRST, MIDDLE, LAST) _____

PARISH WHERE LICENSE WAS PURCHASED _____

DATE OF MARRIAGE _____

PLEASE NOTE: A MARRIAGE RECORD IS AVAILABLE FROM THE VITAL RECORDS REGISTRY ONLY IF THE MARRIAGE LICENSE WAS PURCHASED IN ORLEANS PARISH. OTHERWISE YOU MUST CONTACT THE CLERK OF COURT IN THE PARISH WHERE THE LICENSE WAS PURCHASED.

PRINT YOUR ADDRESS:

Number of copies requested _____ at \$5.00 each: _____

Name _____

Street or _____

Route No. _____

City and _____

State _____

Zip Code _____

Home _____

Phone No. _____

Office _____

Phone No. _____

Add .50 state charge per
transaction for mail or
VitalChek orders: _____

Total Fees Due: _____